How to Submit a Vaccine Order

How to Track the Vaccine Order Status

How to Receive a Vaccine Order in
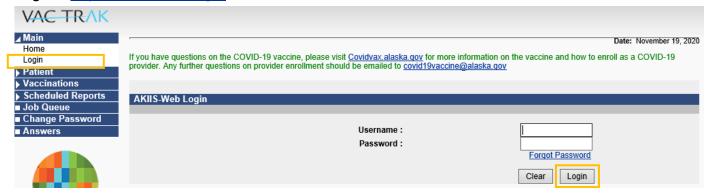
VAC TRAK

State of Alaska's Immunization Information System

Note: Only Vaccine Coordinators and Backup Vaccine Coordinators can order vaccine and perform inventory management tasks in VacTrAK. To be designated as a VC or BuVC, have your facility administrator fill out the Request to Add or Modify User Form and submit it to VacTrAK@alaska.gov
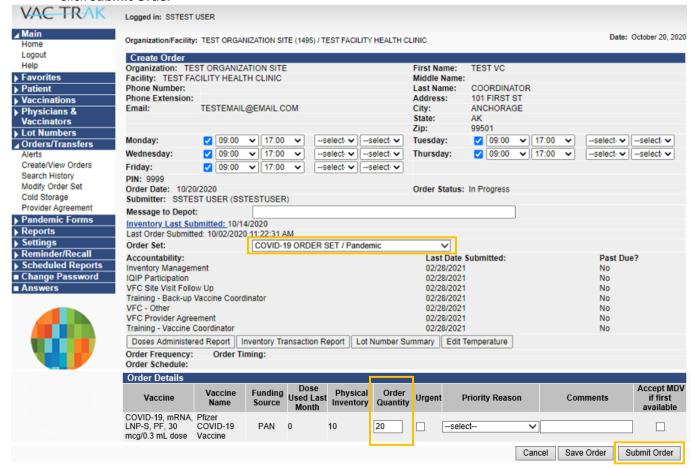
How to Submit a Vaccine Order

- **Login** to https://vactrak.alaska.gov

- Click on **Orders/Transfers**
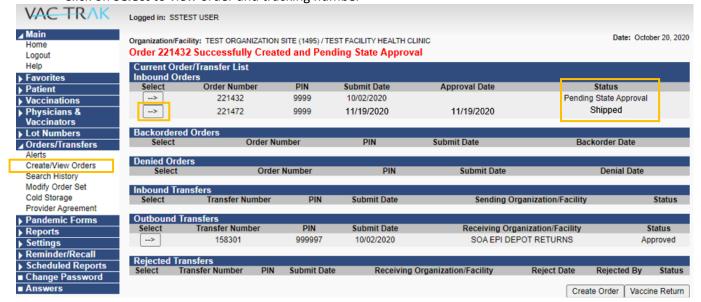 - Click on **Create/View Orders**
    - Click on **Create Order**

- Choose the appropriate **Order Set**
  - Type in **Order Quantity**
    - Click **Submit Order**

How to Track the Order Status over time

- Click on Create/View Orders
  - **Shipped status** = Order has been shipped by the manufacturer or distributor and is in transit
    - Click on **Select** to view order and tracking number

- Copy/paste tracking number into FedEx or UPS website to view shipment in transit (the tracking number in VacTraK is not hyperlinked)

How to Receive an Order

- After the shipment arrives via FedEx or UPS, unpack and verify the vaccine shipment according to (Pfizer's video)
  - If there are any problems with the shipment or order, follow the instructions on the box and also email vaccinedepot@alaska.gov
- Login to VacTrAK
  - Click on **Create/View Orders**
    - Click on **Select** to open order

- Type in the number of **doses** received
  - Click **Receive**

- The doses are now populated in the VacTraK Inventory page
  - To view the inventory, click on **Lot Numbers**
    - Click on **Reconciliation**